

PCE-FORM-01
Pre-completion Evaluation
(PhD/ Professional Doctorate/Masters)



JCU Graduate Research School (GRS)
 See [HDR Pre-Completion Evaluation Procedure](#)

SECTION 1: Candidate Details

Candidate Name			
Student ID:			
Degree (Select one):	Masters by Research (Discipline area)		<input type="checkbox"/>
	PhD		<input type="checkbox"/>
	Professional Doctorate		<input type="checkbox"/>
Date Commenced:	Date due to complete:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Comments (please advise if there have been any exceptional delays and/or periods of leave)			
Date of Seminar (include creative work publication or exhibition if relevant):			
Present at Seminar:			
Thesis chapters, as provided to my Advisory Panel for critical review, is attached			<input type="checkbox"/>

Thesis progress report (add or delete chapters to reflect thesis and include chapter title).	
Chapter (add or delete as required)	Percentage (%) completed to date
Chapter 1 (title)	
Chapter 2 (title)	
Chapter 3 (title)	
Chapter 4 (title)	
Chapter 5 (title)	
Chapter 6 (title)	
Chapter 7 (title)	
Chapter 8 (title)	
The thesis is likely to be ready for submission within 3 months full time equivalent	<input type="checkbox"/>

SECTION 2: Primary Advisor, after consultation with other Advisors, signatures below confirm			
The thesis is likely to be ready for submission within 3 months full time equivalent	<input type="checkbox"/>		
A critical assessment of the written work provided is attached	<input type="checkbox"/>		
Compliance checklist			
	Yes	No	NA
The thesis will be checked for plagiarism (i.e. text checked in 'iThenticate')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sections of the thesis work have been reviewed externally e.g. peer-reviewed journal, conference presentation or exhibition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The data collection will continue to be checked for the veracity e.g. spot checks, copies of lab books, checking statistical analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting will be kept up to date e.g. ethics or grant reports, verbal reporting to third parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A candidature publication plan and associated authorship arrangements are in place and timelines suitably aligned to candidature timelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work is compliant with JCU Intellectual Property policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nomination of examiners has been considered, and is underway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data is stored in accordance with the JCU Code for the Responsible Conduct of Research (Research Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Candidate & Advisor agreement form is current and appropriate for this stage of candidature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where 'No', explain why and detail actions taken to address compliance requirements:			

Section 3 – Seminar Evaluation by Candidature Committee

Evaluation of progress of thesis research work, based on the candidate's presentation on a scale of 1 to 6 (1 Exceptional top 5%; 2 Excellent 15%; 3 Very Good 30%; 4 Good 30%; 5 Fair 15%; 6 Flawed 5%)

Criteria (based on those to be used by the External Examiners)	Score
The thesis/exegesis/creative work as a whole is a substantial and original contribution to knowledge of the subject with which it deals.	
The candidate shows familiarity with, and understanding of, the relevant and current literature.	
The techniques adopted are appropriate to the subject matter and are properly applied	
The candidate demonstrates a capacity for independent, critical thinking.	
The results are suitably set out, and accompanied by adequate exposition.	
The quality of English and general presentation are of a standard for publication.	

If any of the above need strengthening or deserve recognition please provide more detailed feedback here:

Quality of Presentation	Adequate	Inadequate
Overall organisation, clarity, conciseness	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to convey and discuss their research work	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to demonstrate disciplinary and scholarly expertise		
Quality of visual presentation (if any)	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to answer questions	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above are inadequate please detail the concerns here:

Evaluation of Research Work presented in the Oral Seminar including responses to questions.

	Yes	No	N/A
The thesis is likely to be ready for submission for examination within 3 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If "no", please explain why, and action and/or time required to address concerns:

Section 4 – Recommendation to the Dean, Graduate Research

Chair of Candidature Committee, Independent Academic and Advisory Panel

A recommendation for the outcome of the Pre-Completion Evaluation must be made to the Dean, Graduate Research.

Is this the Candidate's first attempt at the Pre-Completion seminar	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	That the research as presented is likely to be examinable within three months. The Candidate's Pre-Completion Evaluation should be recorded as satisfactory.	

<input type="checkbox"/>	That the research is not likely to be examinable within three months. The Candidate's Pre-Completion Evaluation should be recorded as provisional. The Candidate should be placed Under Review in accordance with HDR Under review Procedure. One further attempt is recommended.
<input type="checkbox"/>	For Doctoral Candidates Only: The research is of a standard and extent appropriate for submission as a Masters thesis. The Candidate should submit the research as a Masters thesis.
<input type="checkbox"/>	The Candidate should be discontinued (2nd attempt only).
Summary of additional work required:	

Candidate		
I note that signing below does not indicate that I agree with this evaluation, and if the outcome leads to being placed Under Review or to discontinuation, I have the right of appeal to by College Dean.		
Name:	Signature:	

Approvals		
Chair of Candidature Committee		
Name:	Signature:	Date:
Independent Academic (Doctoral Candidates only).		
Name:	Signature:	Date:
Primary Advisor		
Name:	Signature:	Date:
Secondary Advisor		
Name:	Signature:	Date:
Name:	Signature:	Date:
Additional Advisors including Advisor Mentor		
Name:	Signature:	Date:
Name:	Signature:	Date:

GRS Use Only**Subject Coordinator RD7003 (Only required if Candidate Enrolled after 1 January 2018.)**

I have evaluated Section 3: RD7003 Record of Professional Development and endorse that the Candidate has at least 120 hours of Professional Development and has met all the requirements of RD7003

Name:

Signature:

Date:

Dean, Graduate Research

I have sighted the recommendation in relation to the Candidate's Pre-Completion Evaluation and in consideration of these recommendations I approve the following:

- The Candidate's Pre-Completion Evaluation should be recorded as satisfactory
- The Candidate should be placed Under Review in accordance with HDR Under Review Procedure. Only one reattempt is allowed
- For Doctoral Candidates Only: The research is not of a standard and extent appropriate for submission as a Doctoral thesis but is appropriate for a Masters thesis. The Candidate should submit the research as a Masters thesis.
- The Candidate should be discontinued. **THIS IS FOR SECOND ATTEMPT ONLY regardless of whether the Candidate is or has been Under Review.**

Name:

Signature:

Date:

Comments / course of action (if required):

Attachment A – RD7003 Record of Professional Development

Doctorate Candidates enrolled from 1 January 2018 onward only need complete this section.

RD7003 Professional Development is intended to provide a framework for flexible, relevant training for PhD Candidates. Professional development is directed not just at acquiring skills needed for the HDR project, but also those needed for future careers; in this context, PD is defined as activity designed to increase professional knowledge through guided learning (either in a workshop or class, online or in apprenticeship mode). Candidates may also pursue a wide range of activities under the general heading "Leadership and Initiative", and once they reach a threshold level be exempted from 40 hours of the Professional Development requirement. All PD activities, including Leadership and Initiative, are formally recorded on the Australian Higher Education Graduation Statement (AHEGS), providing evidence of attainment for PhD graduates.

Doctorate Candidates only must complete the subject [RD7003 "Professional Development"](#), which has the following requirements:

- [Compulsory Professional Development](#) (which is equivalent to 30 hours) by their [Confirmation of Candidature Milestone](#)
- A further 50 hours (totalling 80 hours), consisting of [Conditional and Elective Professional Development](#) by their [Mid-Candidature Review Milestone](#). If the candidate was enrolled prior to 1 January 2018, RD7003 would be assessed at this milestone and no further professional development required.
- If enrolment was after 1 January 2018, 80 hours of Professional Development are still required by Mid-Candidature Review, and a further 40 hours (totalling 120 hours) of [Elective Professional Development](#) is required by the [Pre-Completion Evaluation Milestone](#), and RD7003 would be assessed at that milestone rather than at Mid-Candidature Review.

Elective Professional Development may be chosen from a wide range of relevant activities that may or may not include activities listed in the [GRS Professional Development Program](#) or elements of that program in combination with outside activities. Attendance at all GRS activities will be recorded by the GRS. External PD activities must be documented and evidence supplied with this form. Suitable evidence may include a certificate of completion, or an email from the presenter/organiser confirming attendance.

Anyone who receives formal Recognition of Prior Learning for any Compulsory or Conditional component must increase their Elective component (RD7003, Doctoral Candidates only) so that the total professional development is still 80 hours if enrolled pre-2018, or 120 hours if enrolled from 2018 on.

Professional development activities must be matched to a relevant Professional Development Framework Code. Please select from the following list, according to the activity undertaken:

- **Knowledge and research abilities (KA):** knowledge base, analytical and cognitive abilities, research design, safety training, academic writing and editing, and research creativity.
- **Individual effectiveness (IE):** personal qualities, resilience and self-management, CV writing, interview skills, ability to network and build career capacity.
- **Research standards (RS):** professional conduct and ethics, time and risk management, financial and infrastructure management.
- **Professional engagement (PE):** teamwork, broad communication abilities (including media skills and public speaking), enterprise and good citizenship.

Leadership and Initiative (LI): activities that demonstrate a commitment to professional leadership and achievement, with an emphasis on career building and professional networking.

Leadership and Initiative

Points are available on a sliding scale, where some activities (such as becoming an HDR Ambassador) attract more points (3 points), than attending a conference (1 point). Please see the [RD7003 Subject Outline](#) for details.

Activity	Points	What type of evidence has been provided?

Professional Development: RD7003 Elective Components (Doctoral Candidates only).

At Confirmation, you will have filled out the PD Audit and Plan, and this should inform the Elective Component activities undertaken, with the approval of your advisory panel. If you are not sure if your activities may be included in the Elective Component, please check with the GRS on grs@jcu.edu.au. Your PD program should be tailored to your career aspirations and your project; within those wide parameters you may choose the exact elements of your PD program in consultation with your advisors.

Elective activity	Mode (face to face or online)	Date/s of activity (if a series indicate start and end dates)	Evidence of attendance (indicate CareerHub, LearnJCU or other evidence provided)	Details of provider/s of training (if not part of GRS Research Skills Program). Written evidence should be attached to this form	Number of hours	Framework code (KA, IE, RS or PE).

Sub-total of hours						

Professional Development: Conditional components				
Some Candidates are required to complete Conditional components. Candidates who have undertaken Conditional components must indicate them here. The hours undertaken in Conditional components will be added to your Elective component hours to produce an overall total for Elective activities. <u>Anyone receiving formal Recognition of Prior Learning for any compulsory or conditional component must increase their elective components (RD7003, Doctoral Candidates only) so that the total professional development is still 120 hours.</u>				
Conditional component	Date/s of activity (if a series indicate start and end dates)	Evidence of completion (e.g. SKIP Certificate)	Number of hours	Framework code (KA, IE, RS or PE).
Skills for International Postgraduates (SKIP)				
Language and Literacy workshops under the Post-Entry Language Assessment (PELA) program				
Diving, boating or other safety training requirements				
Human or animal research ethics workshops (additional to compulsory ethics training)				
Technical training, for example on analytical equipment				
Leadership and Initiative (40 hour exemption only applicable where 10 points have been achieved)				
Sub-total of hours for conditional components				
TOTAL ELECTIVE HOURS				

Professional Development Career Statement (Doctoral Candidates only). (Student enrolled on or after 1 January 2018 only need to complete this section in this form)

Candidates are required to summarise their professional development in a statement addressing how they acquired skills in accordance with the Professional Development Framework as per below. This statement is intended to be used in a Curriculum Vitae/Resume. [Example Professional Development Career Statements can be found here.](#)

- **Knowledge and research abilities (KA):** knowledge base, analytical and cognitive abilities, research design, safety training, academic writing and editing, and research creativity.
- **Individual effectiveness (IE):** personal qualities, resilience and self-management, CV writing, interview skills, ability to network and build career capacity.
- **Research standards (RS):** professional conduct and ethics, time and risk management, financial and infrastructure management.
- **Professional engagement (PE):** teamwork, broad communication abilities (including media skills and public speaking), enterprise and good citizenship.

Type here: